



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 03-13, Federal Employees Health Benefits (FEHB) Program Open Season

Date: November 7, 2003

To: Holders of Title I Procedures  
Personnel Users Group

The open season enrollment period for the FEHB Program is November 10 through December 8, 2003. New enrollments and changes for the open season will become effective January 11, 2004.

#### **Information for Processing Form SF-2809, Health Benefits Registration Form**

Before Form SF-2809's can be processed, the National Finance Center (NFC) must receive the Year 2004 FEHB enrollment codes and rates from the Office of Personnel Management (OPM) and update Table 012, Health Benefits Rates, in the Table Management System (TMGT). If the codes and rates are not received prior to November 11, 2003, documents entered and released will fail the Personnel Edit Subsystem (PINE) edits and remain in suspense until the new codes and rates are entered. Users should periodically review Table 012 for updated FEHB enrollment codes and rates. SF-2809's should be entered during the pay period in which the personnel office receives the completed forms. Enrollment forms should **not** be held for processing until after the close of open season.

Once the rates have been updated in TMGT, FEHB documents entered during open season that have passed the PINE edits are held in the future file until processing for the effective pay period. After the documents have successfully processed through the Payroll/Personnel System, the carrier copies of the SF-2809's are generated and transmitted to the FEHB carriers in the pay period in which they are processed. Transmitting the carrier copies at this time makes it possible for carriers to issue new identification cards immediately. **Note:** Do not send any copies of the SF-2809 to NFC. Distribute the copies of the SF-2809's in accordance with agency instructions.

#### **Modifying or Cancelling an SF-2809**

If an SF-2809 processed in the Payroll/Personnel Remote Entry System (PRES) or Entry, Processing, Inquiry, And Correction System (EPIC) during open season must be modified or cancelled, the personnel office should recycle the document from the future file to suspense. If the SF-2809 was processed in PRES, utilize the PEP51 Pullers for Payroll/Personnel Documents System to take the appropriate action. If the SF-2809 was processed in EPIC, utilize EPIC to take the appropriate action. Follow this procedure through the end of the processing cycle for Pay Period 26.

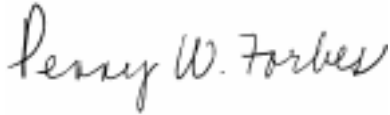
### Processing Retirement Cases

If an employee plans to retire on or before January 10, 2004, and requests an open season change, do not enter the SF-2809 in the Payroll/Personnel System. Include the SF-2809 with the employee's retirement package. The employee should complete the SF-2809 and the authorized agency official should only initial and date Part G to show timely submission. (The name of the agency and the signature of its authorized agency official should not appear on the SF-2809.) OPM will use this SF-2809 to complete processing of the employee's retirement request. Also include a memorandum with the FEHB documentation verifying the employee's eligibility to carry health benefit insurance into retirement. Form SF-2810, Change in Health Benefit Enrollment Form, is no longer a required form for the retirement package.

### Notification to DPRS Enrollees

This bulletin does not apply to enrollments or changes for enrollees in the Direct Premium Remittance System (DPRS). Information will be issued in a separate bulletin to DPRS enrollees.

For information about policy/regulations, contact your agency/bureau representative or Committee for Agriculture Payroll/Personnel Systems (CAPPS) representative. Please refer questions about system access to Customer Support at **504-255-5230** or via e-mail to [customer.support@usda.gov](mailto:customer.support@usda.gov). Refer questions about NFC processing to the Payroll Operations Branch at **504-255-4630**. Refer questions about this bulletin to **504-255-5322** or via e-mail to [nfc.pvct@usda.gov](mailto:nfc.pvct@usda.gov).



*for*  
HOWARD P. TAMBORELLA, Acting Director  
Government Employees Services Division

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